

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name MATOSANTOS, Ana
Expense Dates 03/11/09-03/13/09
Total Expense Amount 629.62
Amount Due Employee 629.62
Form ID TEA000427956

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

| Date | Expense Item | Amount | If not submitted - Explain |
|----------|---------------|---------------------|----------------------------|
| 1) 03/11 | O/S Taxi Fare | 55.00 X | |
| 2) 03/12 | O/S Lodging | 239.31 X | |
| 3) 03/13 | O/S Lodging | 239.31 X | |

09 APR -7 PM 3:22
DEPARTMENT OF FINANCE
BUSINESS SERVICES

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

| CLAIM EXCEPTION(S) | | | |
|--------------------|------------------|--|----------|
| | Item | Exception | Response |
| 1) | #A6 DPA required | Document of Prior Approval required for Out of State Travel. | Yes |

I have reviewed the following documents.

Approved
by:

/s/ Fred W. Klass

Fred W Klass

*approved
4/7/09*

Travel & Expense Account Summary

Employee Name Ana MATOSANTOS
Expense Dates 03/11/09-03/13/09
Report Name Washington DC

Request Total \$ 629.62
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 629.62

| Trip Totals | | |
|-----------------------|---------------|--------------|
| Trip/Expense Category | Trip Name | Total Amount |
| Regular Travel | Washington DC | 629.62 |

NOTE: (d)=Direct Charge

| DATE | Wed Mar 11 | Thu Mar 12 | Fri Mar 13 | | | | | | | TOTAL |
|------------------|---------------|---------------|---------------|--|--|--|--|--|--|---------------|
| O/S Dinner | 18.00 | 18.00 | | | | | | | | 36.00 |
| O/S Lunch | 10.00 | 10.00 | 10.00 | | | | | | | 30.00 |
| O/S Taxi Fare | 55.00 | | | | | | | | | 55.00 |
| O/S Incidentals | 6.00 | 6.00 | | | | | | | | 12.00 |
| O/S Breakfast | 6.00 | 6.00 | 6.00 | | | | | | | 18.00 |
| O/S Lodging | | 239.31 | 239.31 | | | | | | | 478.62 |
| TOTALS \$ | 95.00 | 279.31 | 255.31 | | | | | | | 629.62 |

Travel & Expense Account Summary & Detail

| Trip/Expense Category | Trip Name | Date | Expense Item | Amount | Payment Type |
|-----------------------|------------|----------|-----------------|--------|--------------|
| Regular Travel | Wahsington | 03/11/09 | O/S Dinner | 18.00 | Cash |
| Regular Travel | Wahsington | 03/11/09 | O/S Lunch | 10.00 | Cash |
| Regular Travel | Wahsington | 03/11/09 | O/S Taxi Fare | 55.00 | Cash |
| Regular Travel | Wahsington | 03/11/09 | O/S Incidentals | 6.00 | Cash |
| Regular Travel | Wahsington | 03/11/09 | O/S Breakfast | 6.00 | Cash |
| Regular Travel | Wahsington | 03/12/09 | O/S Lodging | 239.31 | Cash |
| Regular Travel | Wahsington | 03/12/09 | O/S Dinner | 18.00 | Cash |
| Regular Travel | Wahsington | 03/12/09 | O/S Lunch | 10.00 | Cash |
| Regular Travel | Wahsington | 03/12/09 | O/S Breakfast | 6.00 | Cash |
| Regular Travel | Wahsington | 03/12/09 | O/S Incidentals | 6.00 | Cash |
| Regular Travel | Wahsington | 03/13/09 | O/S Lodging | 239.31 | Cash |
| Regular Travel | Wahsington | 03/13/09 | O/S Lunch | 10.00 | Cash |
| Regular Travel | Wahsington | 03/13/09 | O/S Breakfast | 6.00 | Cash |